



UNITED STATES MARINE CORPS
MARINE CORPS NATIONAL CAPITAL REGION COMMAND
2 NAVY ANNEX
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IN REPLY REFER TO:
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21 AUG 2003

From: Commanding General, Marine Corps National Capital Region Command
To: Director, Administration and Resources Division (AR)
Commanding Officer, Headquarters Battalion

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND COUNSEL
IMPLEMENTATION PLAN

Ref: (a) MARADMIN 548/02

Encl: (1) Plan of Action & Milestones

1. Purpose. To provide implementation instructions and guidance for establishment of the Marine Corps National Capital Region Command (MCNCRC) Counsel.
2. Background. The reference directed the CG MCB Quantico to coordinate the consolidation and regionalization of duplicative support functions within the National Capital Region (NCR). The CG, MCNCRC has requested and Counsel to the Commandant has designated the Counsel, Marine Corps Combat Development Command/Marine Corps Base Quantico as Counsel, CMCNCR.
3. Mission. Effectively immediately, the MCNCRC Counsel supports legal requirements for the MCNCRC related to all facets of business and commercial law matters within the scope of authority of the General Counsel of the Navy, which includes: legal advice and services for contracting, environmental, land use and real estate, civilian personnel and labor relations, intelligence oversight, fiscal law, ethics, Freedom of Information Act (FOIA) & Privacy Act, and intellectual property and required legal training. Such support shall be in addition to and distinct from the daily legal support provided to separate components of the MCNCRC Headquarters staff and subordinate organizations when they are performing functions other than in a MCNCRC-related capacity as MCNCRC.
4. Commander's Intent. Overall management of the administrative functions of the MCNCRC will be centralized through regionalization to provide greater flexibility and management of resources where applicable to increase efficiency and overall effectiveness.

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5. Function. The MCNCRC Counsel functional area includes the following activities:

a. Civilian Personnel and Labor (CPL) Relations. The MCNCRC Counsel will provide legal advice to and representation of MCNCRC management in any actions involving MCNCRC employee discipline, performance problems, EEO complaints, labor disputes or negotiations, grievances and unfair labor practices. Serve as legal advisor to the MCNCRC Civilian Manpower Resources Review Board.

b. Environmental Law and Land Use. The MCNCRC Counsel, who also serves as the Marine Corps Component Counsel for EPA Region III, will provide legal advice to and representation of MCNCRC management in the planning, development and execution of environmental matters including National Environmental Policy Act implementation, contingency planning and exercise of emergency authority. The MCNCRC Counsel will serve as the POC for coordination with federal and state regulatory agencies as well as other federal entities for environmental and land use issues related to operational and contingency matters.

c. Contracting. The MCNCRC Counsel will provide legal advice and representation for all MCNCRC contract planning, execution, dispute resolution and litigation, to include required contingency contracting, executed through the Northeast Regional Contracting Office or other appropriate offices.

d. Operational Planning and Incident Response. The MCNCRC Counsel will also provide advice, review OPPLANS, directives and POA&Ms for legal sufficiency and compliance with law and regulations pertinent to contracting, labor relations and environmental law matters.

e. Joint Force Headquarters and Regional Contingency Support. The MCNCRC Counsel will support the CG, MCNCRC in exercising his authority as the Commander, Marine Corps Service Component of the Joint Force Headquarters-National Capital Region (JFHQ-NCR). This will include, but not be limited to providing subject matter expertise to the joint planning process planning legal support for Marine Corps forces assigned or attached to the JFHQ-NCR, and coordinating with the MCNCRC Staff Judge Advocate.

6. Organization, Roles, and Responsibilities

a. CG, MCNCRC. The CG, MCNCRC will establish policy and provide the resources necessary to maintain or improve legal administrative support throughout the MCNCRC.

b. Counsel, MCNCRC. Exercise MCNCRC Headquarters staff cognizance of MCNCRC legal functions, with the exception of

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military justice, operational law and military personnel matters, and courts-martial matters.

(1) Serve as Advisor to MCNCR CMRRB; designated Ethics Counselor for MCNCR personnel; a legal representative to MCNCR and Joint Force Headquarters-National Capital Region sponsored Command planning and execution boards and working groups.

2) Task Associate Counsel (Civilian Personnel and Labor Relations) to serve ADDU additional duty (ADDU) as MCNCRC legal SME subject matter expert (SME) for civilian personnel & labor relations, FOIA & Privacy, and all anti-terrorism/force protection CPL matters affecting AT/FP and contingency planning.

(3) Task Associate Counsel (Environment and Land Use) to serve ADDU as MCNCRC SME for environment, land use, incident response and Special Projects legal officer on an as required basis.

7. Staff Coordination. Collaboration and direct coordination between the Commanding Officer, the AC/S G-3, the SJA, MCNCRC, and staff of subordinate commands is authorized, encouraged and critical to implementation of the regional initiative.

8. Plan of Action & Milestones. Enclosure (1) lists specific actions to be taken to implement the Counsel, MCNCR.

9. Point of contact. The MCNCRC Counsel point of contact is Ms. Penny M. Clark, (703) 784-3009 or 5092, DSN 278-3009/5092.



J. COMPOSTO

